

TOWN OF SURF CITY APRIL 12, 2019 WORK SESSION AGENDA

Agenda

9:00 AM / Friday, April 12, 2019 Surf City Welcome Center, 102 N. Shore Drive

Call to Order

Mayor Douglas C. Medlin, Mayor

Invocation & Pledge

Introductions & Welcome

Work Plan

- 1. Building & Zoning Ordinance Update
- 2. Beautification & Appearance Committee By-Laws Update
- 3. Open Soundside Market
- 4. Parking in Right-of-Ways
- 5. Set a Budget Workshop Date

Town Council Work Plan Items:

1. Building & Zoning Ordinance Update

Presented by Steve Padgett, Building Inspector & Mike Dickson, GIS Technician.

2. Beautification & Appearance Committee By-Laws Update

In 2018 Chad Merritt, Parks & Recreation Director, became the staff liaison the Beautification & Appearance Committee. The current By-Laws states the Town Clerk as the staff liaison. The submitted updated By-Laws, shown in red, will remove the words "Town Clerk" and replace with "Parks & Recreation Director." Page 3 Item 4 clarifies the role of Home & Business of the Month.

3. Open Soundside Market

Presented by Special Events Committee & Parks & Recreation Dept.

- 4. Parking in Right-of-Ways
- 5. Set a Budget Workshop Date

Ashley Loftis, Town Manger is requesting a specific date be set & advertised for a meeting specially for the FY 19-2020 Budget.

Suggested Ordinance Changes Community Development Department April 12, 2019

1. Chapter 3. Animals and Fowl §3-6. Keeping of certain animals prohibited

Add the word "venomous" to the ordinance.

Sec. 3-6. Keeping of certain animals prohibited.

No person may keep within the town any wild animal or livestock. For the purposes of this section, livestock shall include horses, mules, cows, pigs, hogs, goats, sheep and all other animals that typically are kept primarily for productive or useful purposes rather than as pets. Wild animals shall include an animal that typically is found in a nondomesticated state and that, because of its size or vicious propensity or because of its poisonous nature or for any other substantial reason poses a potential danger to persons, other animals or property, or is classified as a wild animal by the North Carolina Wildlife Resources Commission so that any person wishing to possess the same is required by state law to obtain a permit from the North Carolina Wildlife Resources Commission. (Ord. No. 1982-1, 1-5-82; Ord. No. 1990-3, § 1, 2-6-90)

2. Chapter 5. Buildings and Building Regulations. Article I. §5-3. Contractors

Remove entirely.

Sec. 5-3. Contractors.

- (a) *Generally*. Every person carrying on the business of building contractor, plumbing contractor, heating-air conditioning contractor or electrical contractor within the town shall register at the office of the inspection department, giving his name and place of business.
- (b) *Bond.* Every person required to register at the office of the inspection department under this section shall also give a good and sufficient bond in the sum of one thousand dollars (\$1,000.00) to be approved by the town attorney, conditioned upon faithful performance of duty in doing any work which he may have contracted to do and to indemnify the town against loss in any manner whatsoever for any unskillful or negligent work or conduct in the performance of the duties imposed by the provisions of this chapter or any regulatory code herein adopted, or any damage to any utility lines or streets in the town or for the use of defective or improper material in such work, or for any damage which may accrue to any person by reason of any default of the contract, or for the payment of any inspection or other fees required by this chapter.

(Code 1977, §§ 7-3, 7-4)

Cross reference— Licenses and business regulations, <u>Ch. 10</u>. **State law reference**— State regulation of contractors, G.S. Ch. 87.

3. Chapter 5. Buildings and Building Regulations. Article I. §5-11. Ground level enclosures

Remove entirely.

Sec. 5-11. Ground level enclosures.

Ground level enclosures, not exceeding three hundred (300) square feet with breakaway walls certified by an engineer or architect, shall be allowed in VE Zones. No electrical nor plumbing connections shall be allowed below the base flood elevation.

(Ord. No. 1996-16, § 1, 10-14-96; Ord. No. 1997-2, § 1, 3-4-97)

<u>4.</u> Chapter 5. Buildings and Building Regulations. Article II. §5-41. Required Permits. (a) Building.

Remove "one hundred dollars (\$100.00)" with "fifteen thousand dollars (\$15,000.00)."

Sec. 5-41. Required.

- (a) *Building*. No person shall commence or proceed with the construction, reconstruction, alteration, repair, removal or demolition of any building or other structure, or any part thereof, without a written permit therefor from the building inspector; provided, that no building permit shall be required for work the total cost of which does not exceed one hundred dollars (\$100.00) and which does not involve any change of the structural parts or the stairways, elevators, fire escapes or other means of egress of the building or the structure in question. Local board of health approval of property for septic tank is required where the sewage system cannot be connected to the town sewer. In all cases of removal or demolition of a building or structure a good and sufficient bond shall be posted by the property owner or by his contractor at the time of application for a permit, to ensure complete removal or demolition, including all rubble and debris. Failure on the part of the property owner or his contractor to completely demolish, remove and clear the premises, after thirty (30) days' notice by the code enforcement officer shall be cause for forfeiture of such bond.
- 5. Chapter 5. Buildings and Building Regulations. Article II. §5-43. Plans and specifications.

Delete highlighted words. Change wording to: "Detailed plans and specifications may be required for a permit when deemed necessary by the building inspector."

Sec. 5-43. Plans and specifications.

Detailed plans and specifications shall accompany each application for a permit when the estimated total cost of the building or structure is in excess of twenty thousand dollars (\$20,000.00), and for any other building or structure where plans and specifications are deemed necessary by the appropriate inspector in order for him to determine whether the proposed work complies with the appropriate regulatory codes. Plans shall be drawn to scale with sufficient clarity to indicate

the nature and extent of the work proposed, and the plans and specifications together shall contain information sufficient to indicate that the work proposed will conform to the provisions of this chapter and the appropriate regulatory codes. Where plans and specifications are required, a copy of the same shall be kept at the work until all authorized operations have been completed and approved by the appropriate inspector. (Code 1977, § 7-23)

6. Chapter 5. Buildings and Building Regulations. Article II. §5-44 Issuance. (b) Limitations

Change "forty-five thousand dollars (\$45,000.00)" to "thirty thousand dollars (\$30,000.00)"

Sec. 5-44. Issuance.

- (b) Limitations. No building permit shall be issued for any building or structure the estimated total cost of which is more than forty-five thousand dollars (\$45,000.00), unless the work is to be performed by a licensed general contractor. No building permit shall be issued for any building or structure, other than a one-or two-family dwelling, the estimated total cost of which is more than forty-five thousand dollars (\$45,000.00) unless the plans bear the state seal of a registered architect or a registered engineer. Where any provision of the General Statutes or any provision of this Code or other town ordinance requires that work be done by a licensed specialty contractor of any kind, no permit for such work shall be issued unless it is to be performed by such licensed specialty contractor. Where detailed plans and specifications are required under this chapter, no building permit shall be issued unless such plans and specifications have been provided.
- <u>7.</u> Chapter 16. Streets and Sidewalks. Article I. §16-23 Duty of the building department with regard to street names.

In the title and within each subsection of this section the phrase "building department" should be replaced with "Community Development Department."

Sec. 16-23. Duty of building department with regard to street names.

- (a) It shall be the duty of the building department to maintain by maps or listings the official names of the streets within the town, as they may exist or may be extended or renamed by the building department.
- (b) It shall be the duty of the building department, from time to time, to review the official street names of the town and recommend any changes in names which they feel to be justified in order to permit clarity of street designation.
- (c) Based on the official record of street names, the building department shall review street names submitted for new subdivisions to ensure that new street names are not duplicates of names already used.
- (d) From the official record, the building department, from time to time, shall issue listings of official street names for use by the various departments of the town and other interested persons and agencies.

(Code 1977, § 25-24; Ord. No. 2005-19, 8-2-05) **Cross reference**— Street names in subdivisions, <u>App. B</u>, Art. VIII, § 8.5.

8. Chapter 16. Streets and Sidewalks. Article I. §16-24 Permit to construct driveway required

Change the term "building inspector" to "Community Development Department."

Sec. 16-24. Permit to construct driveway required.

No person shall construct or reconstruct any driveway within the town without first obtaining from the building inspector a permit to do so. (Code 1977, § 25-25; Ord. No. 2000-11, § 1, 5-4-00)

State law reference— Municipal authority to regulate construction of driveways, curb cuts, G.S. 160A-307.

9. Chapter 16. Streets and Sidewalks. Article IV. §16-81 Numbering map

Replace the term "building department" with "Community Development Department."

Sec. 16-81. Numbering map.

The property numbering map entitled "Property Numbering Map, dated February, 1978, Town of Surf City, N.C." and adopted April 4, 1978, as the official property numbering map of the town is hereby amended, and all property numbers assigned shall be assigned in accordance with the amended numbering map and no other property numbers shall be used or displayed in the town except numbers assigned in accordance with the amended official numbering map. The property numbering map shall be kept on file in the office of the town clerk. Numbers are to be assigned by the building department. (Ord. No. 1990-5, § 1, 4-3-90; Ord. No. 2005-21, 8-2-05)

10. Chapter 16. Streets and Sidewalks. Article IV. §16-82 Numbering system. (c)

Replace the term "building department" to "Community Development Department"

- Sec. 16-82. Numbering system.
- (c) It shall be the duty of the building department to assign property numbering. (Ord. No. 1990-5, § 2, 4-3-90; Ord. No. 2005-20, 8-2-05)
- 11. Chapter 16. Streets and Sidewalks. Article IV. §16-83 Owners to purchase numbers.

Replace "seven (7)" with "four (4)."

Sec. 16-83. Owners to purchase numbers.

Every property owner of improved property shall on or before the third day of October, 1990, purchase and display in a conspicuous place on the property the number assigned which shall be of a type approved by the town council and at least seven (7) inches in height.

Every property owner of an ocean-front lot shall, on or before the 30th day of June 2004, place their assigned street number on the ocean side of the primary structure located thereon. The numbers are to be placed on the right side 4×4 of each staircase or if no staircase attached to the structure, then the numbers shall be placed on the right corner of the structure closest to the beach (house, porch, deck, etc.). The right side of the structure shall be that side located on the right when looking at the structure from the beach. The four-inch numbers shall be placed on an 18-inch \times 6-inch green aluminum placard. The uniformity of street numbers required by this section will greatly assist emergency services in fulfilling their duties when called upon to do so.

(Ord. No. 1990-5, § 3, 4-3-90; Ord. No. 2004-9, § 1, 4-6-04)

12. Appendix A. §2.7. General Provisions. Replacement of the official zoning map.

Replace the term "town council" with "town planner, or their designee." Replace the phrase "by resolution" with "in order to reflect annexation or rezoning changes as directed by the town council."

2.7 Replacement of official zoning map.

In the event that the official zoning map becomes damaged, destroyed, lost, or difficult to interpret because of the nature or number of changes and additions the town council may, by resolution, adopt a new official zoning map which shall supersede the prior official zoning map. The new zoning map may correct drafting or other errors or omissions in the prior official zoning map, but no such correction shall have the effect of amending the original official zoning map. The new official zoning map shall be identified by the signature of the mayor of the town attested by the town clerk, and bearing the seal of the town. Unless the prior official zoning map has been lost, or has been totally destroyed, the prior map or any significant parts thereof remaining, shall be preserved, together with all available records pertaining to its adoption or amendment.

13. Appendix A. §3.4 Definitions.

Definitions to be added:

<u>Building</u>, <u>mixed-use</u>. A single building with separated areas set aside for more than one use. The separate uses must each have their own ingress and egress to the outside of the structure which conforms to all regulations set forth in the North Carolina Building Code.

<u>Motor vehicle</u>. Every vehicle which is self-propelled and every vehicle designed to run upon the highways which is pulled by a self-propelled vehicle; provided, that the term "motor vehicle" shall not include bicycles with helper motors rated less than one (1) brake horsepower which produce only ordinary pedaling speeds up to a maximum of twenty (20) miles per hour.

<u>Setback, front</u>. The setback line measured from the most restrictive of the following methods: From the front property line or from the edge of a private road easement. If a lot abuts more than one street, the zoning district's dimensional requirements shall first be used to determine which property line is considered the front property line—otherwise the front setback shall be determined by which street is accessed by the driveway. If there is no driveway or a driveway does not provide access to the same street that is determined by the physical address, the town planner may decide which property line is to be determined to be the front property line.

<u>Setback</u>, <u>rear</u>. The setback line measured from the opposite edge front setback.

<u>Setback</u>, <u>side</u>. The setback lines measured from the edges which are adjacent to the front and rear setbacks.

<u>Use</u>. Permissible development upon a private or public property as determined by Section 4.19 Table of uses. If a use is not lister, the town planner shall determine the intended use of a lot by choosing the one which is most closely fits the description within Section 4.19 Table of uses.

<u>Vehicle.</u> Any device in, upon or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks; provided, that for the purposes of this chapter, a bicycle or a ridden animal shall be deemed a vehicle.

Definitions to be Amended

Shopping center. Include "multi-use tenant" within the definition.

<u>Shopping center</u>. Mercantile establishment consisting of a carefully landscaped complex of shops representing leading merchandisers; usually includes restaurants and a convenient parking area; a modern version of the traditional marketplace. May also referred to as a mall or plaza. This shall include all multi-use tenant developments (3 (Three) or more units.).

Sign: * Portable sign. Include language to restrict certain types of vehicle or trailer signage.

<u>Sign: * Portable sign</u>: Any sign which is not securely and permanently attached to the ground or building, which shall include any sign affixed to a trailer which is no incidental to the use of the business, pullable or towable cart, or vehicle (Non-motor vehicle).

<u>14.</u> Appendix A. §4.1. Zoning Districts. 4. R-10 residential district (3)(k) Dimensional requirements.

Remove this line: (k).

4.1 Zoning districts.

- k) Minimum floor space per building unit: seven hundred fifty (750) square feet.
- **15.** Appendix A. §4.1. Zoning districts. 9. PUD planned development district-residential (3) 9d) 1. Low density district.

Replace "district shall be" with "district. Lots shall be at least"

4.1 Zoning districts.

- 1. Low density district. The low density district shall be limited to one- and/or two-family detached or attached structures. No more than five (5) units per net acre shall be permitted in the low density district shall be seven thousand five hundred (7,500) square feet.
- **16.** Appendix A. §4.1. Zoning districts. 9. PUD planned development district-residential (3) 9d) 1. Low density district. A.

Replace "twenty-five (25) percent" with "five thousand six hundred twenty-five (5,625) square feet."

4.1 Zoning districts.

- a. In an effort to encourage cluster development of housing units, minimum lot sizes may be reduced up to twenty-five (25) percent. In a cluster development no more than two (2) individual single-family units nor more than two-family units may be erected on a common wall.
- 17. Appendix A. §4.19. Establishment of Zoning Districts. Table of uses.

Use to be added:

Pet grooming, small animal

Suggested change:

Permitted districts: RA, PUD, C-1, MU, C-3, O&I, and NB

Conditional permit districts: None Non-permitted districts: All others

Use to be Amended

Mixed use buildings

Suggested change:

Change CON from "P" to *not permitted*. Change MU from *not permitted* to "P."

18. Appendix A. §5.2. Supplemental District Regulations. Fences. 1. Residential fences.

Remove all instances of "opaque" or "non-opaque" from this section and any parenthetical lines describing the same terms. Remove the third paragraph.

5.2 Fences.

5.2.1 Residential fences. Fences not exceeding a height of four (4) feet shall be exempt from the yard and building setback line requirements of this ordinance. Fences not exceeding a height of six (6) feet to be erected only in side or rear yards shall be exempt from yard and building setback line requirements of this ordinance, provided that no fence exceeding a height of four (4) feet will be constructed within fifteen (15) feet to any street. In all cases, the corner visibility provisions of this ordinance shall be observed.

Non-opaque fences up to six (6) feet above lot grade level provided that no fence shall be located within fifteen (15) feet of any street. (Chain link or rail fences not more than three (3) rails no closer than eighteen (18) inches apart are hereby determined to be non-opaque fences).

Opaque fences and retaining walls of any height and non-opaque fences more than six (6) feet above lot grade level upon approval of the planning board.

19. Appendix A. §5.2. Supplemental District Regulations. Fences. 2. Non-residential fences.

Add the line, "All other types of non-residential fencing are subject to all regulations set forth in the residential fences ordinance (Section 5.2.1)

5.2 Fences.

5.2.2 Non-residential fences. All dangerous apparatus shall be enclosed by a chain link fence at least six (6) feet in height; no vehicles or materials shall be stored on the premise and no offices shall be permitted; and the landscape is screened with shrubs and other vegetation so as to blend with the surrounding area.

20. Appendix A. §5.13. Supplemental District Regulations. Development plan and design requirements. 2. Application and approval process in general.

In the fourth paragraph change "the council" to "the planning board and then the council."

□ 5.13 Development plan and design requirements.

5.13.2 Application and approval process in general...

Development plans involving new construction of more than five thousand (5,000) square feet of gross leasable area must be approved by the town council before issuance of a zoning permit. The town planner and the technical review committee shall review and make recommendations prior to recommending action by the council; furthermore, the town planner may return the development plan to the applicant for revision and/or additional information before recommending action by the council. All other development plans are exempted from council

approval; however, require the approval of the town planner. All development plans must bear the original signature of the town planner to be deemed approved.

<u>21.</u> Appendix A. §5.13. Supplemental District Regulations. 6. Development plan requirements and procedure. 1. Required information for development plan: (n)

Replace "scale of one inch equals four hundred (1" = 400') feet" with "larger scale than the scale given on the development plan.

Remove line (3).

□ 5.13 Development plan and design requirements.

- 5.13.6 Development plan requirements and procedure...
- n) Vicinity map at a scale of one inch equals four hundred (1" = 400") feet and encompassing an area no less than one-fourth mile in radius of the site and including:
 - 1) Existing streets.
 - 2) Existing water courses and flood hazard areas as determined by FEMA.
 - 3) Existing land uses on the site and in the area surrounding the site.
- **22.** Appendix A. §5.13. Supplemental District Regulations. 6. Development plan requirements and procedure. 1. Required information for development plan: (t)

Add "or lot numbers" after the word "names" to the line.

5.13 Development plan and design requirements.

- 5.13.6 Development plan requirements and procedure...
- t) Owner names of surrounding properties;
- 23. Appendix A. §5.13. Supplemental District Regulations. 6. Development plan requirements and procedure. 1. Required information for development plan: (v)

Change "Public Works Director" "Public Works," "Building Inspector" to "Streets Administrator," "Police Chief" to "Police" and "Town Planner" to "Community Development."

□ 5.13 Development plan and design requirements.

- 5.13.6 Development plan requirements and procedure...
- v) Certificate of review and approval of the technical standards:

I hereby certify that I have reviewed the plan and the plan meets or exceeds the regulations and ordinances of the Town of Surf City.

Public Works Director	Building Inspector
Fire Marshall	Police Chief
Town Planner	

24. Appendix B. Article V. Procedure for Review and Approval of Subdivision Plats. §6. Sketch plan. 1.a.

Change "Fifteen (15)" to "Three (3)."

6. Sketch plan.

- 1. If the land to be subdivided ... Sketch plans shall conform to the following requirements:
- a. Number of copies and graphic media: fifteen (15) copies of a sketch plan shall be submitted. No specific graphic media shall be employed.
- **25.** Appendix B. Article V. Procedure for Review and Approval of Subdivision Plats. §6. Sketch plan. 1.c.

Change "No administrative fees are" to "An administrative fee shall be."

6. Sketch plan.

- 1. If the land to be subdivided ... Sketch plans shall conform to the following requirements:
- c. Administrative Fees: No administrative fees are charged in connection with the submission of sketch plans.
- **26.** Appendix B. Article V. Procedure for Review. §7. Preliminary plan. 2. Items needed on the preliminary plan.1. Contents required. b.

Change "scale of one (1) inch equals four hundred (400) feet" to "larger scale than the scale given on the preliminary plan."

7. Preliminary plans.

- 2. Items needed on the preliminary plan.
- 1. Contents required: The preliminary plan shall depict or contain the following information; plans not illustrating or containing the following data shall be returned to the subdivider, or his authorized agent for completion and resubmission.
- b. A sketch vicinity map showing the relationship between the proposed subdivision and the surrounding area at a scale of one (1) inch equals four hundred (400) feet.
- **26.** Appendix B. Article V. Procedure for Review §7. Preliminary plan. 2. Items needed on the preliminary plan. 1. Contents required. h.

Remove the phrase "and on adjoining properties."

7. Preliminary plans.

2. Items needed on the preliminary plan.

- 1. Contents required: The preliminary plan shall depict or contain the following information; plans not illustrating or containing the following data shall be returned to the subdivider, or his authorized agent for completion and resubmission.
- h. The zoning classification(s) of the tract to be subdivided and on adjoining properties.
- 27. Appendix B. Article V. Procedure for Review. §10. Final plat. 3. Size of plat and scale.

Replace "not more than twenty-one (21) inches by thirty (30) inches" with "either eighteen (18) by twenty-four (24) inches or twenty-four (24) by thirty-six (36) inches."

10. Final plat.

3. Size of plat and scale.

Final plats may have an outside marginal size of not more than twenty-one (21) inches by thirty (30) inches including one and one-half (1½) inch border on each of the sides. Where size of land areas or suitable scale to assure legibility require, maps may be placed on two (2) or more sheets with appropriate match lines. Final plats shall be drawn at a scale of one (1) inch equals two hundred (200) feet or greater.

28. Appendix B. Article VI. §7. Streets. d. private streets.

Replace "Subdivisions proposed south of the intracoastal waterway" with "Major or minor subdivisions of fewer than five (5) acres in area"

7. Streets.

- d. *Private streets*. Subdivisions proposed south of the intracoastal waterway may propose private streets within subdivisions provided they are identified as such on all plats and that the owner and/or homeowner's association clearly sets forth that they will be responsible for maintenance of said private streets. Composition of private streets shall be graveled and/or paved to meet NC Department of Transportation standards private streets shall be noted in the covenants and list the provisions for maintenance.
- 29. Appendix B. Article VIII. Definitions. 2.

At the end of the first paragraph, insert, "and thus be defined as an exempt subdivision:"

2. Definitions.

Subdivision: All divisions of a tract or parcel of land into two (2) or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale or building development of any type, including both residential and nonresidential and shall include all divisions of land involving the dedication of a new street or a change in existing streets; but the following shall not be included within this definition nor be subject to the requirements of this ordinance:

- (1) The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the town as prescribed by this ordinance;
- (2) The division of land into parcels greater than ten (10) acres where no street rights-of-way dedications is involved;
- (3) The public acquisition by purchase of strips of land for the widening or opening of streets or for public transportation system corridors;
- (4) The division or a tract in single ownership whose entire area is no greater than two (2) acres into not more than three (3) lots, where no street rights-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the town as provided by this ordinance.



BYLAWS OF THE TOWN OF SURF CITY BEAUTIFICATION COMMITTEE

Section 1: Creation, General Duties of the Committee, Recommendations

Section 2: Appointments, Terms and Composition

Section 3: Election of Officers

Section 4: Attendance at Meetings

Section 5: Town Staff Services

Section 6: Annual Appropriation, Expenditures

Section 7: Responsibilities and Duties

Section 8: Compensation

Section 9: Rules of Order

Section 1: Creation, General Duties of the Committee, Recommendations.

This group shall be known as the Surf City Beautification Committee. This Committee was established to develop ideas, and report to Parks and Recreation Director who will review suggestions and recommendations and, when necessary, present beautification matters to Town Council.

Section 2: Appointments, Terms and Composition.

Initially, Town Council appointed six (6) members to the Committee, serving staggered terms of four (4) years. Regular terms of office shall expire on November 30th. In addition, Town Council shall appoint a Councilperson and a representative from Town staff to serve as voting ex-officio members, as well as serving in an advisory capacity. Committee members' terms of office shall be for four years and members are eligible to serve two consecutive terms. Vacancies are advertised in accordance with the Town's Appointment Policy. Vacancies are to be filled by Town Council as they occur. Regular meetings are to be held monthly and are open to the public.

Section 3: Election of Officers.

Annually at the September meeting, the Beautification Committee shall elect its Chairperson. The terms of these officers shall be one (2) years, with eligibility for reelection.

Section 4: Attendance at Meetings.

Members of the Beautification Committee are expected to attend all Committee meetings. Should a member miss three (3) or more consecutive meetings, the Committee Chairperson shall advise Town Council through the Parks and Recreation Director or Town Council representative that a vacancy exists. The Council will appoint a new member to fill the unexpired term.

Section 5: Town Staff Services.

The Beautification Committee shall be assisted by the Parks and Recreation Director in secretarial and technical services.

Section 6: Annual Appropriations, Expenditures.

The Beautification Committee shall annually submit to the Parks and Recreation Director by April 15 its requested budget for the next fiscal year. All expenditures are administered by the Town in accordance with the N.C. Local Government Budget & Fiscal Control Act.

Section 7: Responsibilities and Duties.

The Beautification Committee shall act in an advisory capacity to Town Council, Parks and Recreation Director, and departments of the Town in relation to general appearance of the community, and shall have the following duties:

- A. (1) To initiate, promote and assist in programs and activities that will aid in the beautification of the Town.
 - (2) To seek to coordinate the activities of individuals, agencies and organizations, public and private, whose plans, activities and programs bear upon the appearance of the Town.
 - (3) To provide leadership and guidance to individuals, public and private organizations and agencies, and the general public in matters relating to community appearance.
 - (4) Judge and select the candidates and winners of the Surf City Beautification Business of the Month and the Surf City Beautification Home of the Month awards. Be present to take pictures onsite.
- B. In addition to the duties above, the Beautification Committee shall have the following special duties:
 - (1) The Committee, in cooperation with the Parks and Recreation Director and Town Planner, shall periodically review the Tree Policy and make recommendations to Town Council.
- C. The Beautification Committee shall have the following powers:
 - (1) The Committee may suggest from time to time, the adoption of ordinances that will help the beautification and cleanup efforts.
 - (2) To promote public interest to advance the cause of improved municipal appearance.

Section 8: Compensation.

All members of the Committee shall serve without compensation – except that they may be reimbursed for actual expenses incident to the performance of their duties within the limits of funds available to the Committee.

Section 9: Rules of Order.

Robert's Rules of Order used as a guideline of accepted parliamentary procedure.

ADOPTED BY COUNCIL DATE



Town of Surf City

214 N. NEW RIVER DRIVE POST OFFICE BOX 2475 SURF CITY, NORTH CAROLINA 28445

(910) 328-4131 | FAX (910) 328-1746

Open Air Market Idea

Since Florence our local businesses have taken a hit. Currently we provide events that have benefited some of those local business (hotels, bars, and restaurants). We would like to target an event that would be specifically for the local businesses that sell merchandise and they will be allowed to come together to sell/advertise their product in an "Open Air Market" in Soundside Park. The ideas so far are:

- A local business, that pays Surf City taxes, would not have to pay for this space and could sell and/or advertise.
- We then would like to offer Pender County and Onslow County tax paying businesses an opportunity
 as well, but they would have a fee associated with their space, which could be determined by the
 Special Events Committee. Businesses outside of our two counties would not be allowed at this event.
- This event would not be limited to just stores with merchandise in efforts to provide additional services to draw people in.
- We would provide live music or a DJ.
- Inflatables and fun activities for the kids.

Essentially this would be an outside Business Expo. Our goal is to bring the entire business community together to open a "shopping" day up for the locals and visitors. We understand that the idea may seem scary to some after past events that were similar, but in a normal business day some businesses may only see under 100 customers. This was an opportunity that has existed in the past, but no membership is required and not fees are present. This opportunity could put hundreds of people in front of them, some which may have never knew they existed. This is an event that would be centered around Surf City businesses. We want to do something to help our local businesses and this is just an idea that we know locals and visitors enjoy.